



U.S. Department of the Interior
Human Resources Office
Denali National Park and Preserve
PO Box 126
Denali Park, Alaska 99755

NATIONAL PARK SERVICE

VACANCY ANNOUNCEMENT DENA LH08-15

TEMPORARY EMPLOYMENT OPPORTUNITIES
NOT TO EXCEED 1039 HOURS

The National Park Service is an Equal Opportunity Employer. Selection for this position will be made solely on the basis of merit, fitness, and qualifications without regard to race, color, religion, age, sex, marital status, political affiliation, national origin, sexual orientation, non-disqualifying handicap conditions, membership or non-membership in an employee organization, or any other non-merit factors.

OPENING DATE: January 07, 2008

CLOSING DATE: January 28, 2008

THIS JOB IS AVAILABLE THROUGH the ALASKA LOCAL HIRE PROGRAM

(See "Who Can Apply" and the attached bulletin for information on eligibility requirements)

TITLE, SERIES, AND GRADE

DUTY LOCATION

VISITOR USE ASSISTANT

GS-0303-05

\$12.28/per hour plus 25% COLA

Denali National Park & Preserve

Talkeetna Ranger Station

Both Full Time and Part Time positions may be available.

WHO CAN APPLY:

Under the Alaska Local Hire Program (Public Law 96-487), any person who has either lived or worked in or near Denali National Park and Preserve may apply for consideration. These individuals, by virtue of having lived or worked in the area, have special knowledge and expertise concerning the natural and/or cultural resources of the park and its management. The attached bulletin provides more information on "Local Hire" eligibility requirements.

STATEMENT OF DUTIES:

Incumbent is responsible for collecting and accounting for mountaineering special use fees, park entrance fees, issuing passes, submitting money deposits and maintaining records. Answers questions and provides climbing registration and other resource information to the public in a mountaineering and visitor contact station.. Answers telephone queries, also responsible for answering written and e-mail queries. Assembles and mails out information packets upon request. Coordinates routine front desk operations with district personnel, and completes special projects assigned by supervisor. Advises visitors of park regulations and explains importance of such in order to encourage visitor support for protection of the resources and/or the safety of visitors. Both Full Time and Part Time positions may be available.

BASIS FOR QUALIFICATION: Time in grade and all other qualification requirements must be met by the closing date of the announcement.

For GS-05: One year of specialized experience equivalent to a GS-04 in the Federal Service that provides the applicant with the knowledge, skills, and abilities needed to perform the duties of the position OR four years of education above the high school level leading to bachelor's degree from a college or university OR an equivalent combination of education and experience.

CONDITIONS OF EMPLOYMENT:

- **The incumbent will be required to undergo a background investigation.**
- **Must possess a valid driver's license.**
- **Both full time and part time positions may be available.**
- Seasonal positions may work a variety of schedules, which may include evening and/or weekend work.
- These positions are temporary. Anyone selected under the local hire authority is only eligible for employment at the park specified and may not transfer or be assigned to another park.
- Persons selected for this vacancy will be required to have their salary checks direct deposited into a financial institution. Salary checks will not be mailed or available at the park.
- This is a uniformed position. Anyone selected will be required to wear the National Park Service uniform.

HOW TO APPLY: All applications must contain the following:

1. Complete up-to-date application with original signature or resume outlining experience and education. You may obtain the Optional Application for Federal Employment, OF-612, from the Internet:
www.opm.gov/forms/html/of.htm

If using OF-612 be sure to attach a separate piece of paper to document the complete work history.

2. Declaration for Federal Employment, OF-306. To obtain a copy from the Internet use the above website.
3. Unofficial Copy of College Transcripts. *(This is required only if you have attended or completed college courses and are using education in lieu of experience to qualify.)*
4. Narrative Statement Regarding Knowledge, Skills, and Abilities. *(to verify possession of the required knowledge, skills and abilities.)*
5. Supplemental Questionnaire *(to verify eligibility for local hire appointment)*
6. Proof of Military Service and/or Service-Connected Disability. All applicants claiming Veteran's Preference **MUST** submit a copy of their DD-214 "Military Discharge". In addition, those claiming a 10-point veterans preference **MUST** submit an SF-15, "Claim for 10 Points Veteran's Preference", and include appropriate proof (such as a copy of a current Veterans Administration certification to document a service-connected disability, or evidence that a Purple Heart was awarded for combat injuries).
7. Applicant Background Survey, DI -1935 *(optional, used for statistical purposes only)*

WHERE TO APPLY: Mail or hand deliver application package to:

**National Park Service
ATTN: Human Resource Office
PO Box 126
Denali National Park, Alaska 99755**

Important:

- It is the **applicant's responsibility** to provide documentation or proof of claimed qualifications, status, education, veteran's preference, and verification of eligibility.
- Applicants will NOT be solicited for further data if that provided is found to be inadequate or incomplete.
- Failure to submit all required documents and information requested by the closing date of this announcement may result in your not receiving full consideration

- All applications **must be postmarked by the closing date of the announcement.**
- No changes in or amendments to the application (other than address or phone number) will be accepted after the closing date of this announcement.

Faxed or Emailed applications WILL NOT be accepted.

Questions, please contact Laura Lasell at 683-9502.

REFERRAL OF QUALIFIED CANDIDATES: Eligible and qualified applicants will be referred to the selecting official in priority order, based on appropriate veteran's preference. No veteran's preference will be given to undocumented claims for preference consideration.

PRIVACY ACT INFORMATION: The application you submit for this position contains information subject to the Privacy Act of 1974 (PL 93-579, 5 U.S.C. 522a). We are required to provide you with information regarding the authority and purpose for collecting this data, the routine uses which will be made of it, and the effect, if any, of non-disclosure. You are entitled to the same information as it pertains to disclosure of your Social Security Number.

Qualification Questions

Candidates **MUST** submit a narrative statement on separate page(s) with specific required information indicating your experience, education, training, credentials, achievements, and awards related to the following qualification questions. Failure to submit your narrative response to these qualification questions for this job **WILL** negatively affect your eligibility for this position.

WE ARE UNABLE TO CONSIDER YOUR APPLICATION WITHOUT THIS INFORMATION.

1. Knowledge and ability to utilize a variety of office equipment and software programs (Word, Excel, Lotus Notes, etc) and accountably handle cash, checks and credit cards to accomplish daily work tasks in an office and fee collecting setting.
2. Ability to provide effective oral and written communication with the general public on the telephone, face to face, in writing and e-mails.
3. Skill and ability to work effectively with a high volume of personal contacts and under stressful conditions.

SUPPLEMENTAL QUESTIONNAIRE

Announcement No. DENA LH08-15

Closing date: January 28, 2008

Name: _____

Position: Visitor Use Assistant GS-0303-05 (Talkeetna)

The following questions are mandatory and your answers must provide sufficient details so that a determination can be made as to your eligibility for hire under the Alaska Local Hire Law. **SEE ATTACHED BULLETIN FOR SPECIFIC EVALUATION CRITERIA FOR EACH QUESTION.**

1. Do you now, or have you ever, lived or worked in or near Denali National Park & Preserve? If so, where, and for how long?

2. Describe the special knowledge or expertise of the natural or cultural resources of Denali National Park & Preserve that you possess as a result of having lived or worked in or near the Park. Consider the following:

- Document your knowledge of the area and location of park facilities and sources of services, materials and supplies in the local communities.
- Explain, in specific details, any special knowledge or expertise that you may have gained about Denali National Park and Preserve. Consider what you know about the Park's management, natural and cultural resources by living and working in or near it.

3. Describe how you came to obtain the special knowledge or expertise that you described above.

Signature

Date

Vacancy Announcement Number: DENA LH-08-15
 Position: Visitor Use Assistant GS-05 Talkeetna
 Today's date (month, day, year): - -

- | | |
|--------------------------------|---|
| 01 Private information service | 09 Agency personnel office (bulletin board or vacancy system) |
| 02 Magazine | |
| 03 Newspaper | 10 Federal Government recruitment at school or college |
| 04 Radio | |
| 05 TV | 11 Federal/State/local job information |
| 06 Poster | 12 Religious organization |
| 07 Private employment office | 13 School/college counselor or official |
| 08 State employment office | 14 Friend/relative working in agency |
| | 15 Friend/relative not working in agency |
| 16 Other (Specify) _____ | |

A - American Indian or Alaskan Native D - Hispanic
B - Asian or Pacific Islander E - White, not of Hispanic origin
C - Black, not of Hispanic origin

- Date received (Mo, Day, Yr): ____ - ____ - ____ PATCOB CODE: ____ BUREAU CODE: ____

LOCAL HIRE ELIGIBILITY REQUIREMENTS BULLETIN

PLEASE READ THE FOLLOWING INFORMATION CLOSELY

The National Park Service in Alaska announces many of its job openings through a “local hire” appointing authority that was established under the Alaska National Interest Lands Conservation Act of 1980 (ANILCA) (Public Law 96-487). Under the local hire program, only persons who have either lived or worked in or near particular public lands may apply for consideration. These individuals, by virtue of having lived or worked in the area, have special knowledge and expertise concerning the natural and/or cultural resources of the public land and its management.

The following specific criteria must be met to be considered “eligible” under local hire announcements for positions at Denali National Park and Preserve:

You must show that you possess special knowledge of the cultural and/or natural resources of Denali National Park and Preserve and/or the surrounding area by virtue of having lived or worked in or near the area. Keeping in mind the Congressional intent of ANILCA, a person living in or near public lands in Southeast Alaska would not be considered eligible for a position in Interior Alaska, or vice-versa. However, a long-time resident in one area might be eligible for a job in another area by virtue of being a frequent visitor to both areas for subsistence gathering, etc. Occasional camping, hunting, or fishing trips to public lands does not suffice for meeting the intent of the law. The qualifying local hire area for Denali National Park and Preserve has generally been defined as the area ranging from Nenana to Talkeetna along the road corridor. It also includes other areas surrounding the Park boundary, such as Lake Minchumina.

You must show that you lived or worked in the Denali National Park and Preserve local hire area long enough to encompass the full range of typical climatic conditions (i.e., all seasons of the year). The phrase “lived or worked” is not time-defined in the law; however, the Congressional intent of ANILCA is to provide employment opportunities to local residents who possess special knowledge/expertise about the cultural and/or natural resources of Denali National Park and Preserve. Applicants must be or have been full-time local residents of the area. This might include someone who was once a resident, moved away, but is reestablishing his/her local residency. In all cases, applicants must have been a resident for a long enough period of time to have acquired the special natural and/or cultural resource knowledge required by the position. Strictly summer seasonal residency is not considered sufficient time to have obtained adequate special knowledge or expertise to qualify under the local hire authority. Generally, your application material should reflect that you lived or worked in the Denali National Park and Preserve local hire area each month of the year at some point in time.

You need to prepare a thorough explanation of how your unique circumstances meet the intent of ANILCA by responding to the Supplemental Questionnaire included in the local hire announcement package. If you fail to sufficiently document your local status, your application could be disqualified. Information such as personal knowledge of the candidate by the rater or previously submitted applications cannot be used in making a determination about your local hire status for the position for which you are currently applying. Therefore, please be thorough in providing answers as to what your special knowledge of the area’s cultural and/or natural resources is, how you came to possess your knowledge, and when (inclusive dates) you obtained your knowledge.

NOTE: Those candidates who have previously worked at Denali National Park and Preserve **must re-qualify** for local hire under the guidelines outlined above to be considered for a new position.